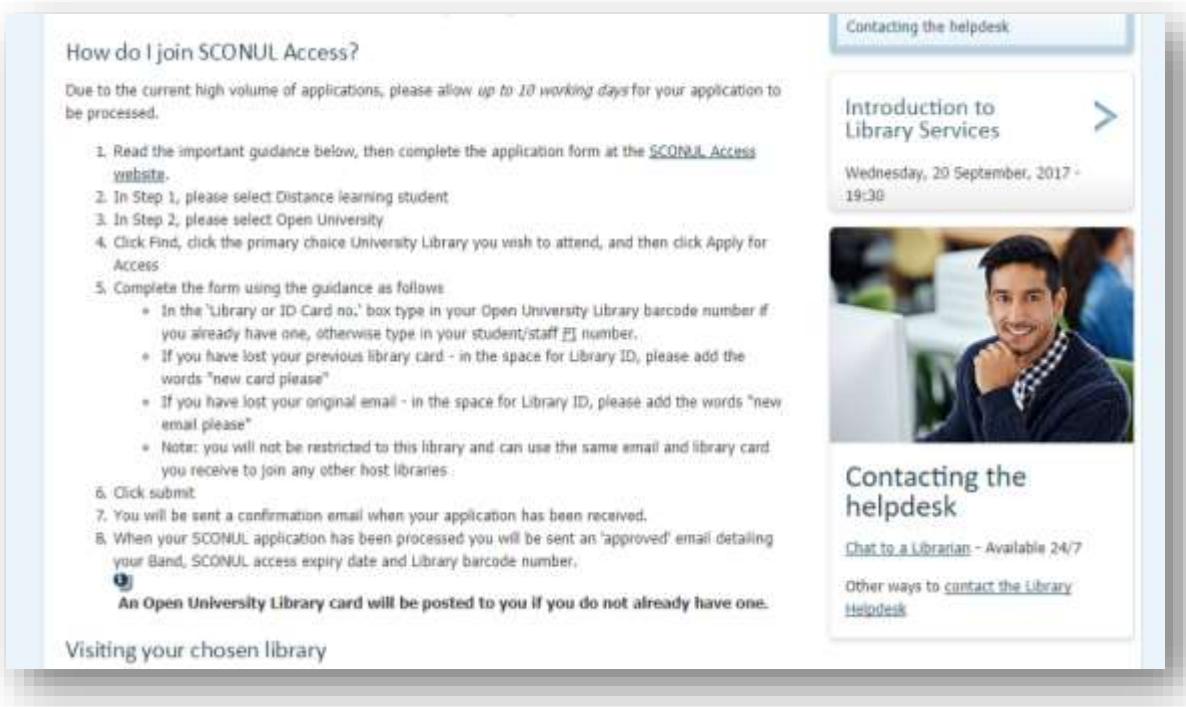


# SCONUL – going through the process

I prepared this document as a record of my own SCONUL application, so that I could show you exactly what's involved, give you an idea of how long it takes, and see what problems crop up along the way. So here are my five steps to joining another university's library, if you're an OU student.

1. First, read the instructions from the OU Library. They explain that you don't need anything except your student number to start the Sconul process.

<http://www.open.ac.uk/library/help-and-support/libraries-near-you>



The screenshot shows a web page for applying for SCONUL Access. The main content area is titled 'How do I join SCONUL Access?' and contains instructions for the application process. It includes a list of steps, some bullet points, and a note about library card posting. To the right, a sidebar titled 'Contacting the helpdesk' provides information on how to contact library services, including a photo of a smiling man and links to a librarian chat service and other helpdesk options.

How do I join SCONUL Access?

Due to the current high volume of applications, please allow up to 20 working days for your application to be processed.

1. Read the important guidance below, then complete the application form at the [SCONUL Access website](#).
2. In Step 1, please select Distance learning student
3. In Step 2, please select Open University
4. Click Find, click the primary choice University Library you wish to attend, and then click Apply for Access
5. Complete the form using the guidance as follows:
  - In the 'Library or ID Card no.' box type in your Open University Library barcode number if you already have one, otherwise type in your student/staff ID number.
  - If you have lost your previous library card - in the space for Library ID, please add the words "new card please"
  - If you have lost your original email - in the space for Library ID, please add the words "new email please"
  - Note: you will not be restricted to this library and can use the same email and library card you receive to join any other host libraries.
6. Click submit
7. You will be sent a confirmation email when your application has been received.
8. When your SCONUL application has been processed you will be sent an 'approved' email detailing your Band, SCONUL access expiry date and Library barcode number.

 An Open University Library card will be posted to you if you do not already have one.

Visiting your chosen library

Contacting the helpdesk

Introduction to Library Services >

Wednesday, 20 September, 2017 - 19:30



Chat to a Librarian - Available 24/7

Other ways to [contact the Library Helpdesk](#)

2. Then go to the Sconul Access website:

<https://www.sconul.ac.uk/sconul-access>

SCONUL Access

SCONUL Access is a scheme which allows many university library users to borrow or use books and journals at other libraries which belong to the scheme. To find out more about the scheme, who is eligible, and how it works, explore the links on the left-hand side of the screen.

To apply for SCONUL Access:

- First, complete the two steps below and click 'Find'
- Select the library you wish to use. *Note: once your application has been approved, you can use any of the libraries on this list. You need not reapply for each library.*
- Click 'Apply for Access' and complete the form.

Your application will be processed by your home institution library. Waiting times vary; for more information, contact your home institution. Once your application is processed, you will receive an approval email with further details on how to take part in the scheme.

STEP #1 tell us what kind of user you are: Distance Learning Student

STEP #2 Tell us the name of your institution: Open University

Find

You'll have to fill in a form with name, email address and your student number – and you'll have to pick a library that you want to visit, although this doesn't actually limit you to just the one library.

At this point (as detailed on the OU Library website) you should request an OU Library card if you don't already have one, by typing 'new card please' in the Library ID box.

You should receive an immediate confirmation of your application. Then you wait.

3. Print out your Sconul Approval email when it comes through. In my case this arrived less than three weeks after I submitted the application. If you've applied for a new OU Library card (as I did) you'll need to wait for that too: mine arrived two days after the Approval email.

I am happy to tell you that your application to join the SCONUL Access Scheme has been approved. You are now able to read and study in many university libraries in the British Isles; to see your full list, go back to the SCONUL website at <http://www.sconul.ac.uk/sconul-access>

Many of the libraries also permit staff, postgraduates, and undergraduates away from their home institutions to apply for borrowing privileges. Contact your home and host institutions for details, including any local arrangements not explicitly included as part of the SCONUL Access scheme.

This email is your official introduction to the scheme; please print out a copy each time you wish to join a new host library. The host institution may wish to retain a copy of the email for their records.

#### How to join other libraries

- Take a print out of this email and your library card or photo ID card from your home institution when you go to register at each new library.
- Please check the website of the library you want to visit for opening hours and other local conditions before you go as they vary widely (e.g. new tickets may only be issued during office hours or not on the day of first visit; you may need to supply a passport sized photograph). In particular, please note that some universities do not admit SCONUL visitors during their busy examination periods.
- If you think that you will need specialist help during your visit, please contact the library in advance.
- Please remember to abide by the rules of the library you wish to use. You will be responsible for any fines in the same way as you would be at your own university or college library and for replacement costs incurred.

Welcome to the SCONUL Access Scheme. Please contact me if you have any queries.

4. Ring the library you want to join. All of them will need to see a print-out of the Approval email and your OU Library card, but some may also request a passport-sized photo or some photo ID, or may tell you to come at a particular time to be registered. The library I applied to didn't ask for anything beyond the email and the library card.
5. Go along to your chosen library. Report to the Reception desk and present your Sconul email. They may take your photo if you haven't been asked to bring one; then you'll be issued with a library card from that library. Your new card will allow you to borrow books, although the limit will depend on the institution.

For me, the whole process took three weeks – although this timescale would probably be different at a different time of year. It all went smoothly, involving no effort on my part beyond one online form, one phonecall, and a visit to a library bearing an email print-out. So I'd urge anyone who's serious about Classics, particularly at Level 3 or postgraduate level, to follow the Sconul process – as long as you can manage to reach a university library from time to time.

Of course, not all of us are lucky enough to have an academic library with a Classics section within reasonable travelling distance. If joining the Sconul scheme isn't practical for you, you could look into the Institute of Classical Studies (<http://library.icls.sas.ac.uk/faq.htm#post2>), which has a scanning service and can sometimes post books to you.